



January 20, 2012

Dear Humble ISD Employee:

With great excitement, the Humble ISD Education Foundation has released the 2012 application for the Innovative Education Grant Program. We look forward to reading your idea for a creative and innovative educational project that will impact student achievement. The following are guidelines to keep in mind when submitting your application:

- Submit four copies of your proposal, beginning with page 2 of the application. One of those copies should have an original signature page (page 1) stapled at the top.
- The deadline for submission of proposals is **4 PM on Friday, March 23, 2012. NO LATE PROPOSALS WILL BE ACCEPTED.** You may either drop off your application to Community Development in the Administration Building or send it through interoffice mail – but it must arrive by 4 pm on the 25th.
- Please **do not** include special folders or envelopes with your application. These will only be discarded or donated before forwarding your application to the reviewers.
- Please **do not** hand-write your application. Typed answers only are accepted. If you have received a paper copy of this application and would like to download it from the internet to type directly onto the application in Microsoft Word, go to **www.humbleisdfoundation.org**.
- If you received a Foundation grant last year, but have not submitted your mid-year report, you will be unable to submit a grant this year until those documents are received by Jerri Monbaron. If this applies to you, please contact Jerri before proceeding on your proposal.
- If you are submitting attachments to your application that cannot be copied (i.e. artwork, book), please submit three attachments so each reviewer will get one. If you make your request known in your application, these attachments will be returned to you.
- The minimum funding level is \$250 per proposal. In order to allow as much flexibility as possible in meeting your needs, we have not set a maximum proposal amount.

- If your project involves adding or supplementing curriculum or the materials you are requesting are for RTI, you are required to receive **prior approval** from the appropriate Academic Coordinator **before** submitting your proposal to the Foundation. Please allow for a sufficient amount of time for the Academic Coordinators to review your application before the deadline date.
- If your project involves adding technology through the purchase of hardware or software, you are strongly encouraged to talk with Purchasing to see if the technology has been approved. If software being requested has not been approved, then you must contact your Academics Coordinator to begin this approval process. If the technology has not been reviewed yet by the ARC, you may still request it in your application, but if your project is awarded a grant, the funds cannot be spent until the technology is approved by the ARC. If the technology is not approved by ARC, the money will be returned to the Foundation. Additionally, if the request is for networked software, there will be a district testing and acceptance process before it can be implemented.

Below are some tips to keep in mind when writing your application:

1. The proposals will be judged by the Education Foundation's Grant Review Committee. This committee is formed of persons outside the employment of the Humble ISD. Therefore, please remember to **avoid educational jargon or abbreviations** in your application.
2. If your request includes technology, don't assume the reviewer will know about this technology and what it can do. **Provide a thorough description of the technology**, what it can do, and if it is being used elsewhere in the district, explain its success. If possible, go to the vendor's website and print a picture of the item and attach it to your proposal.
3. Projects should demonstrate a **positive impact on student learning**.
4. Proposals that incorporate **matching funds** or **school and community resources** will be looked on favorably. Other contributions are a sign of commitment to the project and they multiply the effectiveness of the grant.
5. **Team-teaching or interdisciplinary projects** are encouraged. These types of projects sometimes have a greater impact than single classroom efforts.
6. **Projects involving the community** provide an excellent opportunity for educators and parents to work collaboratively on activities that support the instructional program and increase family participation in the education of their children.
7. Funds can be used to purchase equipment or provide field trip transportation, but **not when these are an end to themselves**. Such expenditures should be just one component of a well-planned project, integrated with other curriculum materials and activities.
8. The Foundation will consider requests for **staff development activities** (attending workshops, trainings, conferences, bringing in a consultant), but only when these activities represent one component of a well-planned project, integrated with other activities that directly impact students. The Foundation will not fund travel-related costs such as lodging, per diem, airfare or mileage reimbursement.

Your proposal will be rated by three reviewers on the following criteria:

A. Project Description

1. The need for this project is clearly documented.
2. The description of the project is detailed enough to fully understand the applicant's request.
3. The project is relevant to campus and/or district plans.
4. The project presents innovative solutions to a problem and/or creative use of facilities or equipment.
5. The project will improve, advance or enrich student learning.

B. Workplan and Timeline

1. The workplan clearly identifies the steps to meet the needs.
2. The activities are clearly aligned with the goals of the project.

C. Budget

1. The expected results are sufficient to justify the amount requested.
2. The funds requested are efficiently used to implement and accomplish the goals of the project.

D. Measurement of Accomplishments

1. Measurable criteria are identified to define success of project.
2. There is a plan for gathering data to measure success.
3. There is a plan for sharing knowledge gained.
4. There are opportunities for the Foundation to be recognized as the financial supporter of the project.

To assist you in submitting a winning application, the Foundation has provided a **FAQ** (Frequently Asked Questions) sheet that can be downloaded from our website as well as information about **technical assistance workshops**. The dates and times for these workshops can be found on our website. **If you are a first-time applicant**, we strongly encourage you to attend one of these workshops.

Selections will be announced on **Friday, May 11, 2012**.

We look forward to helping you foster the spirit of excellence in Humble ISD. If you have any questions, please call **Jerri Monbaron** at **(281) 641-8143** or email her at **Jerri.Monbaron@humble.k12.tx.us**.

Best wishes,



Kim Riley
Grant Review Committee Chairman
Humble ISD Education Foundation